

15 November 1974

Mr. Jay I. Leanse, Executive Director  
President's Commission on Personnel Interchange  
1900 E Street, N.W.  
Washington, D.C. 20415

Dear Mr. Leanse:

In response to your request dated 30 September 1974  
to Mr. Fred W. M. Janney, Director of Personnel, I am  
pleased to forward two copies of our Agency seal (plaque  
style).

Sincerely,

(SIGNED)

Alfonso Rodriguez  
Director of Training

Enclosures (2)

STATINTL

ES-TSB: [REDACTED] maq (4 Nov 74)

Distribution:

Orig - Adse w/Encs (by hand)

1 - D/Pers

1 - D/L

2 - DTR

1 - SRS/TR/Log

2 - ES-TSB w/background

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PRESIDENT'S COMMISSION ON  
PERSONNEL INTERCHANGE  
1900 E STREET NW.  
WASHINGTON, D.C. 20415

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID  
U.S. CIVIL SERVICE COMMISSION



Mr. F. W. M. Janney  
Director of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505

STOP 64

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1 October 1974

25X1A

25X1A

I received a telephone call from one of the girls in [REDACTED] office this morning referring a request to OTR for handling.

25X1A

[REDACTED] received a telephone call from a Ms. Carol Cira of the President's Commission on Personnel Interchange. It seems they would like two copies of the Agency seal for display purposes.

25X1A

[REDACTED] office asked that we deal direct with Ms. Cira (tel: 632-6834).

I should appreciate your guidance.

25X1A

25X1A

*M*  
[REDACTED] in OP Contrals the seals for the O/Pers. I imagine he will want a memo request from the Pres. Com. Suggest you call Pres. Com. & get the request required. *P*

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10-1- TELETYPE UNIT  
THEY WILL HANDLE

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☐ SECRET

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Assistant to the  
Director of Personnel

EXTENSION

6825

NO.

DATE

9 OCT 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics  
1206 Ames Bldg.

10-10-10-10

✓

2.

3. \*LSD - 3830 Hays

ATTN: [REDACTED]

10-15-74

Ⓟ

4.

25X1A

5.

2/BSB - Attn: [REDACTED]

10/16

6.

Personnel telecon. tomorrow, when I received  
the memo I rec'd its for two (2) [REDACTED]

7.

8.

9.

10.

Call [REDACTED]

11.

2672  
Pickup Plaque

12.

13.

14.

15.

As you know, upon approval of this type of request, we forward to the Director of Logistics, who issues the Plaque to the requestor. In this instance, the Office of Training has primary responsibility for liaison and monitoring the Personnel Interchange Program. [REDACTED] the Deputy Director of Training, is knowledgeable of this request.

25X1A

Executive Assistant to the  
Director of Personnel

25X1A

Tom, please telecon pls  
interact [REDACTED] gets  
a plaque to satisfy this  
request [REDACTED]

25X1A

25X1A PLS SEND TO

DEPUTY DIRECTOR, TRAINING  
1026 E 45063

25X1A

FORM  
3-62

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☐ UNCLASSIFIED

USE ONLY

☐ UNCLASSIFIED